

# APPLICATION FOR CERTIFIED BIRTH CERTIFICATE

MAIL FORM TO: **CITY OF GRAPEVINE**  
**CITY SECRETARY'S OFFICE**  
**P O BOX 95104**  
**GRAPEVINE, TEXAS 76099-9704**

TELEPHONE: 817-410-3181  
STREET ADDRESS: 200 South Main Street, First Floor, Grapevine, TX 76051

**Number Requested -** For security reasons, orders for 5 or more certificates must be picked up.

**CERTIFICATES ISSUED ON THURSDAY  
AND MAILED TO PARENT**

\_\_\_\_\_ CERTIFIED COPIES x \$23.00 = \_\_\_\_\_

**APPLICATION DEADLINE: WEDNESDAY, NOON**

*Please make check/money order payable to City of Grapevine*

1. NAME ON RECORD \_\_\_\_\_  
FIRST MIDDLE LAST
2. DATE OF BIRTH \_\_\_\_\_ 3. SEX \_\_\_\_\_  
MONTH DATE YEAR
4. HOSPITAL Baylor Regional Medical Center at Grapevine Grapevine Tarrant County  
CITY COUNTY
5. MOTHER'S NAME \_\_\_\_\_  
FIRST MIDDLE MAIDEN NAME
6. FATHER'S NAME \_\_\_\_\_  
FIRST MIDDLE LAST
7. YOUR NAME \_\_\_\_\_  
FIRST MIDDLE LAST
8. MAILING ADDRESS \_\_\_\_\_  
STREET ADDRESS CITY STATE ZIP
9. TELEPHONE NO. \_\_\_\_\_ HOME ☐ OFFICE ☐  
(MONDAY - FRIDAY 8 A.M. - 5 P.M.)
10. YOUR RELATIONSHIP TO PERSON NAMED IN ITEM 1 \_\_\_\_\_
11. PURPOSE FOR OBTAINING THIS RECORD \_\_\_\_\_

**Note: If applying for a CDIB card (Indian heritage), you must contact the State of Texas, Bureau of Vital Statistics for a long certificate at 1-888-963-7111 or at [www.dshs.state.tx.us/vs](http://www.dshs.state.tx.us/vs)**

**WARNING: THE PENALTY FOR KNOWINGLY MAKING A FALSE STATEMENT IN THIS FORM CAN BE 2-10 YEARS IN PRISON AND A FINE OF UP TO \$10,000. (HEALTH AND SAFETY CODE, CHAPTER 195, SECTION 195.003)**

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DRIVER'S LICENSE NUMBER

**REQUIRED TO SUBMIT COPY OF PARENT'S DRIVER'S  
LICENSE, PASSPORT OR IDENTIFICATION CARD**

**Do not mail Verification of Birth Facts - will not be returned**

FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE (CALL 817-410-3181 FOR FEE VERIFICATION). THE SEARCHING OR INDEXING FEE IS NON-REFUNDABLE EVEN IF A RECORD IS NOT FOUND. BIRTH RECORDS ARE CONFIDENTIAL FOR 75 YEARS AND ISSUANCE IS RESTRICTED. ADMINISTRATIVE RULES REQUIRE THAT ON RESTRICTED RECORDS, ALL IDENTIFYING INFORMATION (ITEMS 1-6), RELATIONSHIP (ITEM 10), AND PURPOSE (ITEM 11) BE PROVIDED IN ORDER TO ISSUE RECORD. (10/09) BIRTHHOSPITALFORM.XLS